



Records Management Tip

Records management advice prepared for GNWT records professionals by the Records Management Unit, PWS

No. 20 – October 2004 (Revised July 2010)

**Records
Disposition
Authorities Series**

Developing One-Time Records Schedules

What is a One-Time Records Schedule?

A One-Time Records Schedule is a records retention and disposition schedule that applies to a specific volume of records. It can only be used once, and only for the collection of records that are described in the schedule. One-Time Records Schedules cannot be amended.

The Records Disposition Authority series gives you tips on how to develop a records disposition authority.

What is the Purpose of a One-Time Records Schedule?

One-Time Records Schedules may be used in a limited number of circumstances:

- To schedule and dispose of obsolete records that will not be converted to ARCS or ORCS.
- To schedule records belonging to a program that no longer exists.
- To schedule records which are at risk, and for which a retention schedule is needed to move them to the Records Centre or the NWT Archives.
- To authorize the transfer of records from one department to another, or to authorize the alienation of records from the Government.

How Do I Develop a One-Time Records Schedule?

Records Coordinators are usually responsible for developing One-Time Records Schedules. The usual procedure is as follows:

1. Identify and inventory the records that will be included in the schedule. Determine the total volume of records and the date range covered by the records. Separate out any on-going records that should be scheduled by an ORCS.
2. Identify series of records and organize them into categories.
3. Determine the retention period for each series of records. The retention periods are needed even if the records have reached the end of their life cycles. The retention period should reflect what the retention for these records would have been had the records been scheduled by an on-going schedule. A retention period of zero years may be appropriate if the department can show that the records have no further legal, financial, or administrative value.
4. Format the schedule into the One-Time Records Schedule template available from Public Works and Services. This format mimics the format used for Operational Records Classification Systems (ORCS).
5. Review the schedule with the relevant Manager and Director or Regional Superintendent. Confirm that all records have been identified correctly, and

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- that the retention periods are appropriate.
6. Submit the draft and the file listings to Records Management, Public Works and Services (PWS). Records Management will assign a Records Disposition Authority Number (RDA Number) to the schedule. A Records Analyst will review the draft and make recommendations regarding the retention of the records.
 7. Also send the draft schedule to the Territorial Archives for review. An Archivist will review the schedule and inform you of any series that should have a final disposition of “Archival Selection/Destroy” (AS/D). All other series will have a final disposition of “Destroy” (D).
 8. Prepare a final draft of the schedule. Submit the final draft to the Manager of Information Services for PWS, the Territorial Archivist, and your Deputy Minister for signature. The One-Time Records Schedule is approved once all three signatures have been obtained.